



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-636A-1

PAGE NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY - Personnel

EXECUTIVE/ADMINISTRATIVE

AGENCY

DIVISION

ITEM
NO.

DESCRIPTION

RETENTION

10.

This is an amendment to schedule C-636,
Item #10

DISCIPLINARY ACTION

These files contain completed disciplinary actions, including Suspensions, and notices of dismissal which have been processed and approved. They are used for statistical purposes and are filed alphabetically by name. They are duplicated in the Official and unofficial (agency copy) Personnel Files. Access is restricted by the Employee Privacy Act.

Retain in office for 5
(five) years, then
destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

4/15/91
DATE

Donald A. Turek
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

DATE

SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

4/12/91
DATE

Carl Pulone
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

5/7/91
DATE

Edward C. [Signature]
SIGNATURE